

~~SECRET~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/P&CSD

EXTENSION

NO.

DATE

Sept. 9, 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

ADD/CAP

9/14/87

ent

Results of IS-03 and IS-04 Audits:

2.

DD/CAP

Agency managers and the Job Enrichment Branch, working together, have completed the initial work on FY 1987 IS-03 and IS-04 positions. The results for IS-04s are:

3.

EXO-D/OP

4.

5.

DD/OP

Result	Pos.	%
IS-04		61%
IS-04 (PGR)		13%
Not Yet IS-04 To Be Deter.		25%
Total # positions		1%

7.

D/OP

The results for IS-03s are:

8.

Result	Pos.	%
Potential IS-04		3%
IS-03		75%
IS-03 (PGR)		9%
IS-02		13%
Total # Pos.		

9.

10.

11.

12.

13.

14.

15.

The Job Enrichment Branch audited 30 - 40% of the IS-03 positions in each directorate. The results of their sample auditing are shown above.

Chron

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18 SEP 1987

MEMORANDUM FOR: Directorate Personnel Officers

FROM:

Chief, Planning and Component Support Division/OP

SUBJECT: Spreadsheets for IS-03 Positions

The attached spreadsheets list secretarial positions in the Directorate which were requested at the IS-03 level and subsequently randomly selected by PCSD/JEB for auditing. These positions were originally placed on the Staffing Complement as IS-03s; however, not all meet the Level III criteria and future Staffing Complements will be annotated accordingly. Indicators to be used are as follows:

(a) IS-02 on the spreadsheet is equivalent to ~~IS-03-Admin Allocation~~ on the Staffing Complement with a Not-to-Exceed (NTE) date of 90 days. The position is operating at the IS-02 level, and there is no intent by management to enrich at this time. If the component does not contact PCSD/JEB to enrich the position prior to the NTE date, the position will automatically be downgraded to IS-02 on future Staffing Complements.

(b) IS-03 ~~Pending Grade Review (PGR)~~. It is management's intent that the position function at the IS-03 level; however, the incumbent is not currently operating at that level due to personal abilities, or because there is no subordinate position to offload traditional typing/filing duties at this time. The PGR designation will remain on the Staffing Complement until such time as the position is fully functional at the IS-03 level.

Questions and/or comments should be directed to PCSD/JEB.

Attachment

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